M ine Forces Reserve
A min Assist Unit(AAU)

S Visit
C nmon Trends

MCAAT

- Unit Diary
- Defense Travel System
- Separations
- Disability Evaluation System
- Deployments
- Audits
- Promotions
- Humanitarian TAD
- Meal Cards
- Leave
- Reenlistments/Extension
- Travel Controls
- Drill Management Module
- Order Writing
- Competency Review Board
- Government Travel Charge Card
- Legal
- Special/Hazardous Duty Pay
- Pay Policy

CGI

- Career Planning
- Reserve Career Planning
- Marine Corps Forms Management
- Records Management
- General Administration
- Performance Evaluation System
- Privacy Act
- Personnel Sponsorship
- Promotions
- Government Travel Charge Card
- Identification Cards
- Exceptional Family Membe
- Publications Management
- Personnel Administrati
- Military Awards
- Defense Travel System
- Marine Corps Total Force System
- Postal Affairs
- Casualty Affairs
- Separations and Retirements
- Limited Duty
- Voter Registration

RAAP

rsonnel Administration
ıster
ost Call/Manpower

COMMON TRENDS

AUDITS

- 1st Audit Stage
  - Option 23, Travel Claim, BIR, BIC
- 2nd Stage Audit
  - Completed Once elapsed time entry posts or 60days
- MOB/Annual Training/TAD Audit
  - Must be conducted NET 60 days prior to orders
- Triennial Audit
  - Required to conduct an audit every three years
- Service Spouse
  - Biannual audit, report

COMMON TRENDS

Drill Manager

- MarAdmin 245/12 & 311/11 Requirements
- RIDT's
  - Must be approved before original drill and in DMM
- Corrective Action/Waiver Requests
  - Requests are routed to MFR G1 AAU for approval via CoC
- 48 Drills Not being Tracked
- Incorrect Muster Markings

COMMON TRENDS

GTCC

- **Pulling required monthly reports**
  - **Account Activity Report spot check of 25% (signed)**
- **Not completing the required 60, 90, 120+ delenquent letters**
- **Split disbursement**
  - **Must use GTCC for all Lodging, Rental Car, Gas all must be split disbursement**
- **GTCC activations/deactivations**
- **SOU's and Trax Training Certificates**
  - **http://www.defensetravel.dod.mil/Passport**

COMMON TRENDS

UNIT DIARY

- **DFR's**
  - **Timely certified (5 Days DFR's/7 Days ICR's)**
  - **Corrective action, UD # and date**

- **Time Management Report**
  - **Command must have 95% timeliness rating**

- **NAVMC 11119's are not completed correctly**

COMMON TRENDS

LEAVE

- **Check in/check out times**
  - **1201/1200 driving out of local area**
  - **Start/End of normal work day**

- **PDMRA**
  - **Tracking**
  - **Losing PDMRA**

- **Appt Letters missing or not meeting requirements**

COMMON TRENDS

SEPARATIONS

- Not reporting the TAP Class on unit diary
- DD Form 214/15
  - Completed correctly, Mail required copies, signatures
- Retired Pay Data Form
  - Notarized and submitted NLT 30 days prior to approved retirement date
- LWAS
  - Reported via Marine On-Line
- MCEAS
  - SGLI - Notice of Term after 9th UA, 60 Days Final Notice and Terminated
  - MGIB - Suspended/Term

COMMON TRENDS

PAY POLICY

- Tracking system
  - Tracked outside of DTMS
  - Audit once disbursing office completes actions
- Discrepancy Notices
  - Ensure DTMS Access to ALL RUCs
  - Completed/Routed within 5 working days
- Commuted Rations
  - NAVMC 10522 for ALL single E-6 and below on AcDu

COMMON TRENDS

TRAVEL CLAIMS

- **Tracking system**
  - **Units must track travel claims through completion**
- **Files/EDA**
  - **LOIs, official messages, travel claims, receipts**

    Orders and endorsements
  - **Stored in command files if not posted in EDA**
- **Travel claim submission**
  - **Travel claims must be submitted within**

COMMON TRENDS

PROMOTIONS

- **Rec/Non-Recs**
  - **Approved by required promotion authority**
  - **Completed NLT 15th of each month**
- **Composite Scores**
  - **Zereo'ed comp scores/Late training Data**
  - **Composite Score Worksheets**
- **Restrictions/Page 11's**
  - **Ensure all required restrictions are reported**
  - **Appropriate Page 11's (Non-Rec, Will Not Promote, restrictions**
- **Pro/Con**
  - **Ensure all required occasions are reported**

COMMON TRENDS

OTHER TRENDS

- **INTERNAL CONTROL PROCEDURES**
- **Required ODSE/ReportNet Rosters**

POINTS OF CONTACT

Send questions to OMB
MFRAAU@USMC.MIL

Check out our website FAQ for answers
http://www.marines.mil/unit/marforres/MFRHQ/G1/Operations/AAU/AAU.aspx

Available by phone (Use the Chain of Command)
(504) 697-7272 / 7273 / 7268 / 7269 / 7270

QUESTIONS

??????????